



**POSITION VACANCY ANNOUNCEMENT**  
**City of Seguin**  
**"An Affirmative Action/Equal Opportunity Employer"**

**FACILITIES MANAGER**

**# 1070**

**06/02/11**

The Facilities Manager plans, organizes, directs and manages the staff in their performance of housekeeping and maintenance of all City buildings. The manager assures safe, effective and efficient facilities operations and compliance with all Federal, State and local laws as well as City policies and procedures. Must have knowledge of methods, practices, equipment, and materials used in the construction, operation, and maintenance of buildings, grounds, landscaping, and street right-of-ways. Ability to plan activities for, and to direct and motivate employees; budget preparation; establish and maintain effective relationships with city officials, other city departments, contractors, and the general public.

Requires degree in Facilities Management (or related field); five years facilities management experience preferred or H.S. (or G.E.D.), plus seven years experience in building maintenance, two years of which included supervisory duties; a Texas Class "C" driver's license with good driving record; and successfully complete pre-employment drug screen. Starting salary negotiable dependent upon qualifications. Position open until filled. EOE